



## STATE OF INDIANA EMPLOYEE PACKET FOR EXPECTANT PARENTS *PRIOR TO ARRIVAL*

### **Expecting a new addition to your family? Congratulations!**

**If you are expecting a new addition to your family, whether a biological, adoptive, or foster child, you may need time away from work to welcome this new addition to your family! There are several things to do prior to and after your new addition's arrival and your return to work. The information below provides a timeline to assist you every step of the way.**

#### **DISCLAIMER**

*The material contained in this handbook/packet is intended to be advisory in nature. It does not create any rights not otherwise conferred upon state employees by Indiana statute, executive order, or administrative rules. Similarly, it does not impose any obligation upon any state agency, supervisor, or any other state representative not otherwise mandated by applicable law.*

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#### **Expectant Parent Checklist: Prior to arrival**

##### **✓ Familiarize yourself with the leave policies:**

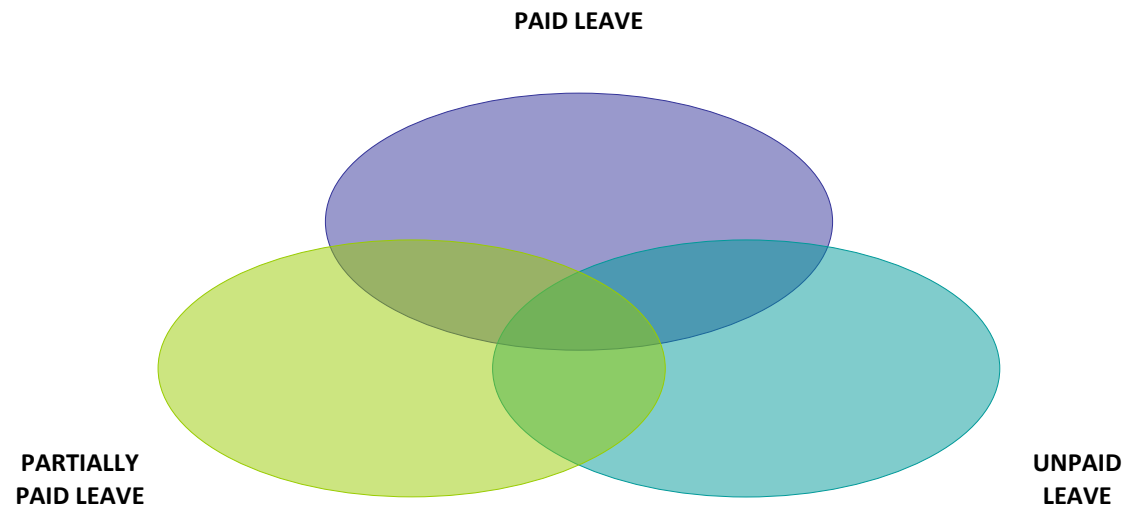
- **What are the state leave policies and which ones might apply to me?**
- **Do I qualify for FML?**
  - **If so, be sure to complete necessary forms.**
- **Organize documentation for adoption/foster care, if applicable.**

- Determine if the State's disability program applies to your situation.
  - If so, be sure to complete necessary forms.
- ✓ Call/review your insurance plans.
- ✓ Discuss with your supervisor plans for coverage during your absence.
- ✓ What resources are available to me?

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Familiarize yourself with the State's leave policies and how they may work together.

[Leaves of Absence Policy](#)





## **FAMILY MEDICAL LEAVE**

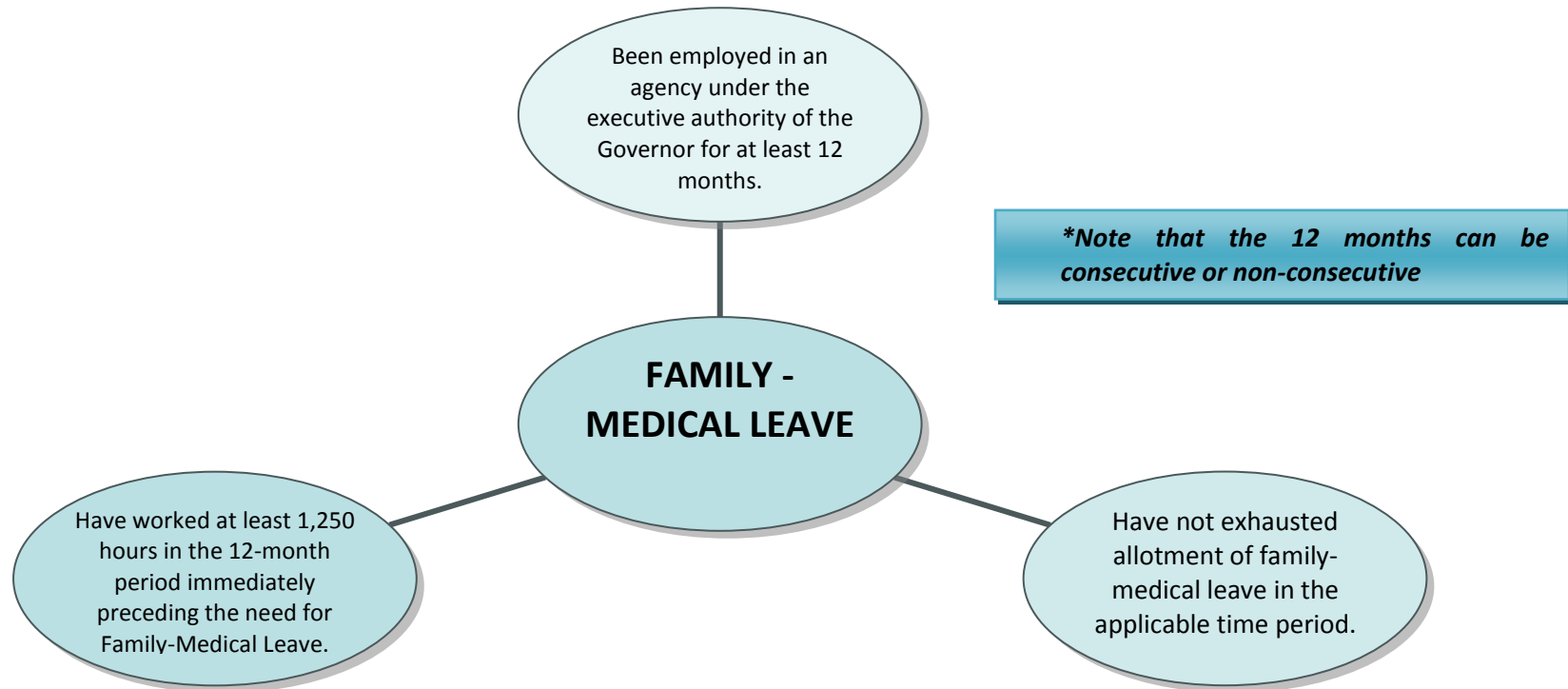
### **For Employees of Indiana State Government**

**Family-Medical Leave may be taken for the following qualifying events:**

1. Birth of a child.
2. Placement of a child for adoption or foster care.
3. For the care of a spouse, child or parent who has a serious health condition.
4. The serious health condition of the employee which prevents the employee from performing the essential functions of his/her job.
5. Because of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on covered active duty or call to covered active duty status.
6. For the care of a covered service member with a serious injury or illness.

FML is unpaid leave unless another available, appropriate paid leave is taken at the same time. FML is calculated on the State's fiscal year (July 1 – June 30) and the maximum leave available is for the total of all reasons, not for each reason.

**HOW DO I DETERMINE IF I QUALIFY? ELIGIBILITY REQUIREMENTS FOR FAMILY-MEDICAL LEAVE.**



**Applying for Family-Medical Leave**

While exact dates of birth, adoption or placement for foster care may not be foreseeable, generally the expectation of a birth, adoption or foster care placement is known in advance. Therefore, employees who anticipate such events should provide advance notice of *at least* thirty days of the impending addition to the family.

## **How do I request FML?**

Log in to PeopleSoft® Self Serve, choose Leave Requests and FMLA Request, then follow the instructions that appear on the screen for submitting the request and uploading your supporting documentation.

To assist you with this new process, the following links will provide step-by-step instructions on how to:

- Submit a request for FML - [http://www.in.gov/spd/files/Submitting\\_FML\\_Request\\_Jobaid.pdf](http://www.in.gov/spd/files/Submitting_FML_Request_Jobaid.pdf)
  - Upload the medical documentation - [http://www.in.gov/spd/files/Attaching\\_Docs\\_to\\_saved\\_FML\\_Request\\_Jobaid.pdf](http://www.in.gov/spd/files/Attaching_Docs_to_saved_FML_Request_Jobaid.pdf)
- Please note that your supervisor, manager, HRD and physician will not be able to upload your medical documentation, nor will they be able to view the documentation once you have uploaded it.

Supervisors, Managers, and HRDs will have access to complete and submit an electronic request for FML on your behalf if your condition or necessity to care for a family member renders you unavailable to submit your own request. They will not be able to upload or view medical documentation.

## **No e-mail account?**

An e-mail address is needed to complete the application process. There are several sites on the internet that provide e-mail accounts at no charge. Such sites are [Yahoo](#) and [Hotmail](#).

## **Forms**

You will need to download the Certification that is applicable for your request, fill-in the identifying information, and submit the form to the Health Care Provider(HCP) for completion. The HCP completes the medical information; however, you must submit the documentation to support your request. To avoid delay in processing be sure to pick the correct certification for your request. If you are requesting Family Medical Leave to care for your spouse, child, or parent who is pregnant or recovering from childbirth, you will need to use the Certification of Health Care Provider for Family Member's Serious Health Condition. The Certification forms are not interchangeable.

- [Certification of Health Care Provider for Employee's Serious Health Condition](#)
- [Certification of Health Care Provider for Family Member's Serious Health Condition](#)

Remember, it is your responsibility to retrieve the completed certification from your health care provider, and upload it into PeopleSoft using the Job Aid for Attaching FML Documentation.

## **Two Types of Leave**

### Type One – Care of Self/Spouse during Pregnancy and Childbirth Recovery

The medical leave part of maternity leave, which lasts for the period of time during which you, as the person with the **serious health condition**, are unable to work due to pregnancy, childbirth, recovery and related medical conditions. If your doctor indicates you have to take time off before the baby is born due to complications with the pregnancy, FML covers any pregnancy related leave that is medically necessary due to incapacity or for prenatal appointments. Please review the section below entitled “**Applying for Disability.**”

Spouses can also take FMLA leave to provide care due to pregnancy (pre-natal appointments, tests or procedures), childbirth, recovery and any other related medical conditions.

### Type Two – Care of Newborn

The family leave or bonding/**parenting leave** part of maternity leave is leave in which time is taken not because it is medically necessary, but because you want to be at home with your new baby. The Family-Medical Leave Act allows up to 12 weeks of FML for parenting leave during your child’s first year. Both parents can take FMLA leave to parent or bond with their new baby, even if they are not spouses, if both have day-to-day responsibilities to care for and financially support their child.

### **Limitations on Use of Parenting Leave**

- Use of parenting leave for any time period other than a single, continuous block of time, (that is, intermittently or on a reduced work schedule leave), requires approval by your agency, and the decision to approve or deny the request can be based on operational need.
- Sick leave is not appropriate for parenting leave. Parenting leave is unpaid unless you request the use of vacation and/or personal leave.
- Parenting Leave is scheduled and must be requested and approved in advance. It is a foreseeable absence and requires a separate Request for FML.
- If both spouses are State of Indiana employees, then there is a combined FML entitlement of 12 weeks for this purpose in the one year period after the child is born.
- Parenting leave is limited to one year after your child’s birth. Parenting leave is limited to 12 weeks, even if the leave is taken over the course of more than one fiscal year.

### Examples

1. *Assuming* your spouse is not employed by the State of Indiana *and* you have not used any FML in this fiscal year prior to the date your child is born:

- February 11, 2015      Your child is born.
- February 11 – March 24 Your FML is due to your serious health condition recovering from childbirth (6-weeks for vaginal delivery) & FML runs concurrently with the State's Short/Long Term Disability Plan (elimination and benefits periods). Sick leave is appropriate for this purpose.
- March 25      You would have 6 weeks of FML available for parenting leave. Sick leave is not appropriate for parenting leave. If you use all of it, then you will have exhausted your FML allotment for FY2014-15.
- July 1, 2015      New FY2015-16 begins.
  - If you meet eligibility requirements, you may request an additional 6 weeks of FML for parenting. This ends no later than February 10, 2016 (one year after your child's birth).
  - If other FML-qualifying events occur during this fiscal year, and you meet eligibility requirements, you may use up to 6 weeks of FML for those other events.

2. *Assuming* your spouse is employed by the State of Indiana, *and* neither of you have used any FML in this fiscal year prior to the date your child is born:

- February 11, 2015      Your child is born.
- February 11 – March 24      Your FML is due to your serious health condition recovering from childbirth (6-weeks for vaginal delivery) & FML runs concurrently with the State's Short/Long Term Disability Plan (elimination and benefits periods). If your spouse takes time during this 6-week period to care for you, that FML is due to a serious health condition, and sick leave may be used and it is not counted as parenting leave. Sick leave is appropriate for this purpose.
- March 25      You would have 6 weeks of FML available for parenting leave. If you use all of it, then you will have exhausted your FML allotment for FY2014-15. If your spouse also takes 6 weeks of parenting leave at this same time, then you will have both exhausted all available FML for this fiscal year AND all available parenting leave at the conclusion of 12 weeks from your child's date of birth, May 5, 2015. Sick leave is not appropriate for parenting leave.

### Adopting or Fostering a Child

If the need for FMLA leave is for the adoption or foster care placement of a child, documentation must indicate that the child is being placed with the employee who will have day-to-day responsibilities to care for and financially support that child, and the date of the child's birth or the date on which such placement is effective. Leave needed for participation in meetings, counseling and other events related to pre-adoption or foster care certification purposes also qualifies for FML coverage. Leave to attend to those matters may be taken intermittently with documentation to support the leave request and notice of those dates/times 30 days in advance, if known, or on the same or next business day after learning of the need if less than 30 days. The other limitations on parenting leave mentioned above also apply for placement of a child.

## **Applying for Disability**

If the leave is for the employee's own serious health condition, then the employee should apply for the state's Short/Long Term Disability Plan by completing and submitting the forms below to JWF Specialty.

### [Instructions for Submission of a Disability Claim](#)

The following three forms are to be completed by the employee:

- [Employee's Statement of Claim](#)
- [Employee's Authorization for Release of Medical Information](#)
- [Options Statement](#)

The following form must be completed by your Agency's Human Resources Office:

- [Employer's Statement of Claim](#)

The following form must be completed by your Physician:

- [Attending Physician's Statement](#)

Once completed, submit the above five forms to JWF Specialty at the contact information located below. Failure to submit these forms in a timely manner, and/or to meet the requirements of the 30-day elimination period, may negatively affect any benefits available under that program.

JWF Specialty Company  
PO Box 40968  
Indianapolis, IN 46240-0968  
Telephone: (888) 818-7795 or (317) 574-7876  
Fax: 317-574-7865

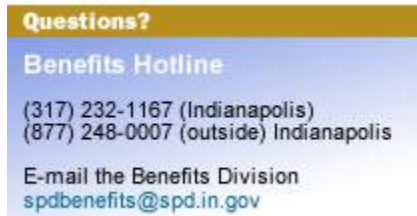
***Promptly after a birth, you must contact JWF to confirm date and type of delivery.***



## **Call/review your insurance plans:**

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Are you familiar with your insurance plans? If not, this is a great time to see what your current plans cover and what expenses are involved, such as deductibles and co-pays.



### [Benefits Homepage](#)

Remember, if you have insurance under the plans offered by the State, then a birth, adoption, placement for adoption and an award of legal guardianship or custody are family status changes you are required to report to the Benefits Hotline within 30 calendar days of the qualifying event. You can contact the Benefits Hotline, between the hours of 7:30 am and 5:00 pm EST, at 317.232.1167 (within the 317 area code) or 877-248-0007 (outside the 317 area code).

### [Qualifying Events](#)

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#### **Discuss with your supervisor plans for coverage in your absence.**

Schedule meeting(s) with your supervisor well in advance of your anticipated leave to provide status reports and to plan the redistribution of your workload/projects during your absence.

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#### **What resources are available to me if I have questions or need additional information?**

There are many resources available prior to the arrival of your newest addition! Family & Social Services Administration, Department of Child Services, Indiana Perinatal and Hoosier Healthwise all provide useful tools for expectant parents.

- [Taking care of yourself during pregnancy](#)
- [What to expect when you are pregnant](#)
- [Having a healthy pregnancy](#)
- [Indiana Perinatal](#)
- [Hoosier Healthwise](#)
- [Adoption FAQs](#)

***Additional information on leaves can be found on the State Personnel website at [Standardized Policies](#). You can also contact the Employee Relations division of the State Personnel Department at 317.232.3080 or 855.773.4647 with any questions.***



## STATE OF INDIANA EMPLOYEE PACKET FOR EXPECTANT PARENTS *AFTER ARRIVAL*

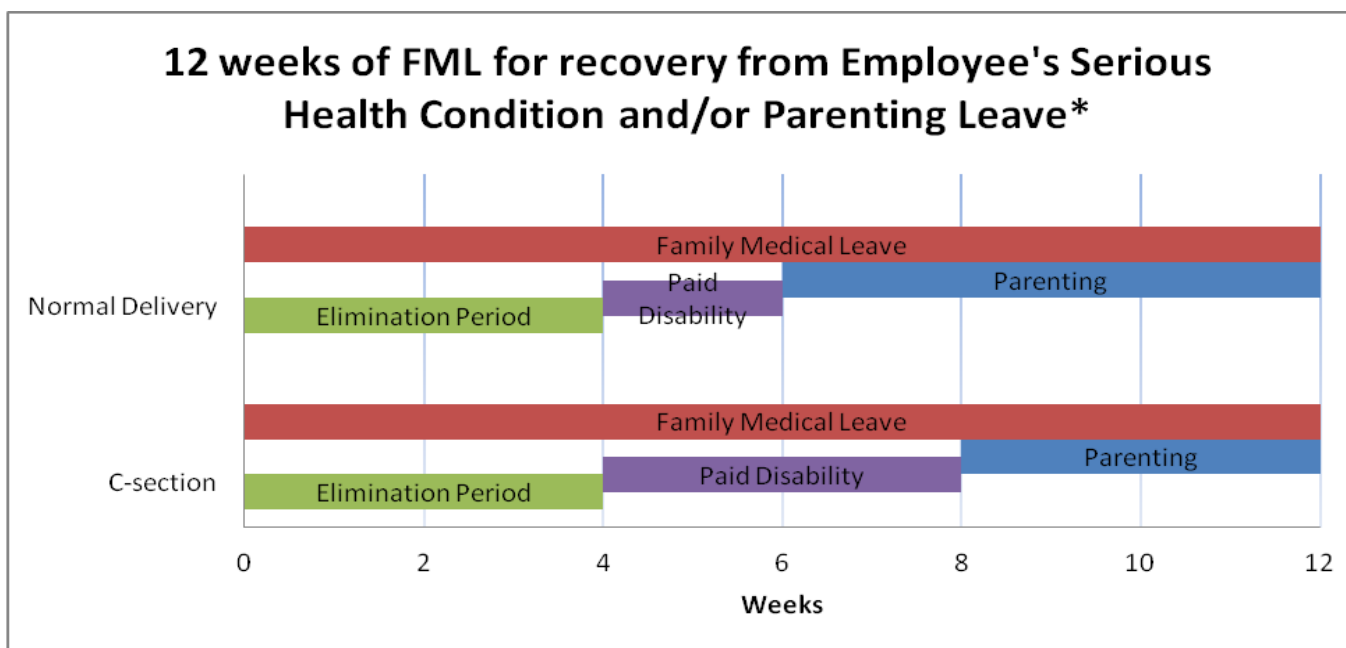
**Your new addition is here!**

**How long am I allowed to be off?**

If you qualify, you are entitled to take up to 12 weeks of Family-Medical Leave per fiscal year. Whether that is paid or unpaid is entirely dependent upon how much accrued leave time you have available. If the leave is for the employee's serious health condition, then Family-Medical Leave and disability run concurrently. The Disability program requires that an employee be unable to perform his/her job duties for a certain time frame prior to becoming eligible for benefits. This time frame is referred to as the elimination period. The elimination period for the Disability Program is thirty (30) consecutive calendar days of disability. Assuming the disability application has been completed and submitted to JWF Specialty and eligibility requirements have been met, disability benefits will begin on the 31<sup>st</sup> day of absence. The state's disability program recognizes six (6) weeks of disability for a normal delivery and eight (8) weeks for a C-section. The paid disability benefit covers an eligible employee from the 31<sup>st</sup> day through either six (6) or eight (8) weeks after the date of delivery. Failure to submit those forms in a timely manner, and/or to meet the requirements of the 30-day elimination period, may negatively affect any benefits available under that program.



**6 weeks?**  
**8 weeks?**  
**12 weeks?**



\* The entitlement to FML for *all reasons* is exhausted at a maximum of twelve (12) work weeks in a fiscal year. Amount of leave available will depend upon any use of FML for prenatal appointments or incapacity prior to the date of delivery or other FML-qualifying reasons.

Parenting leave need not be taken consecutively immediately after the child's birth or placement; however, any other use is intermittent or on a reduced work schedule. Use in one fiscal year other than continuous as described in the chart is subject to advance approval by your agency and is not an entitlement if the agency determines that operational needs do not allow such usage. Since parenting leave can be taken within the first year of your child's birth, if this crosses two fiscal years you are still only entitled to take 12 weeks total for the parenting leave. For example, if you take 6 weeks of parenting leave prior to the end of one fiscal year (June 30) you would only be allowed to take an additional 6 weeks of parenting leave into the next fiscal year (which begins July 1) for parenting leave. Keep in mind; you would still have an additional 6 weeks of family medical leave remaining for that fiscal year to use.

### **How is my accrued leave charged? What happens to my benefits?**

If you are currently on Family-Medical Leave and **are in a position entitled to premium overtime for hours worked in excess of forty (40) hours in a calendar week**, and you have earned compensatory time for working compensable overtime, such compensatory time must first be used concurrently with Family-Medical Leave prior to using any accrued benefit leave. Next, you must use all available sick leave concurrently with the Family-Medical Leave designation for pregnancy, birth and recovery there from. Once your sick leave has been exhausted, you may choose to use any accrued personal and/or vacation days in order to be compensated. Family-Medical Leave also runs concurrently with any disability designation.

If you are currently on Family-Medical Leave and **are in a position exempt from overtime**, then you must use all available sick leave concurrently with the Family-Medical Leave designation for pregnancy, birth and recovery there from. Once your sick leave has been exhausted, you may choose to use any accrued personal and/or vacation days in order to be compensated. Family-Medical Leave also runs concurrently with any disability designation.

For employees **taking only PARENTING/BONDING leave**, sick leave is not appropriate. You may use vacation and personal time concurrently with the Family-Medical Leave designation.

If you have insurance under the state's fringe benefit plan and you normally pay a portion of the premiums, you will be required to continue paying the employee's portion of premiums in order to retain coverage.

If you are in out-of-pay status, you have a minimum thirty (30) day grace period in which to make premium payments for health insurance. Your health insurance can only be cancelled if you are given at least fifteen (15) days written notice that payment has not been received. However, if you allow your health insurance to lapse, coverage will terminate retroactive to the first date for which premiums were not paid. If you allow your health insurance to lapse, it will be reinstated upon return to work.

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### **Changing my dependent information**

Remember, if you have insurance under the plans offered by the State, then you must report any family status changes to the Benefits Division Hotline within thirty (30) calendar days of the qualifying event (birth, adoption or placement for adoption or an award of legal guardianship or custody). You can contact the Benefits Hotline, between the hours of 7:30 am and 5:00 pm EST, at

317.232.1167 (within the 317 area code) or 877-248-0007 (outside the 317 area code). Failure to meet this deadline will result in your new child being uncovered by your State-offered insurance until the next open enrollment opportunity.



[Qualifying Events](#)

[Instructions for Changing Life Insurance Beneficiary Information](#)

[Benefits Homepage](#)

### **Additional Resources:**

[Taking care of yourself after your baby is born](#)

[Post Adoptive Services](#)



# STATE OF INDIANA EMPLOYEE PACKET FOR EXPECTANT PARENTS *RETURNING TO WORK*

## **Coming back to work!**

### **Work Release**

If you have been on leave due to your own serious health condition of pregnancy, childbirth, and recovery therefrom, then you will be required to submit a statement from your health care provider identifying the date you are released to return to work. That statement concerns your serious health condition, and is unrelated to any time you spend on parenting leave; therefore, it must be submitted at the end of your incapacity, even if you will continue to be off work using parenting leave. You must provide that on the same day or next business day on which you receive the release and it must be submitted to your agency's Human Resource office AND to JWF Specialty if you have been on the disability program. Your return to work may be delayed if you fail to provide a release.

### **Balancing Work and Home**

It might take some time to get acclimated to all the new changes in your life. Balancing work and home can be difficult. The State provides all of its employees with access to the EASY program sponsored by Anthem.

### [EASY Program](#)

### **Meeting with your supervisor**

Schedule a meeting with your supervisor to catch up on what occurred during your absence such as the status of any workload/projects, changes in policies/procedures, and new or revised assignments.

### **Benefits/Insurance**

Review your insurance information to make sure all the changes you implemented while you were out are in place.

## Policy Information

Are you aware that we have a policy supporting nursing mothers? Information about the policy is provided below.

[Support for Nursing Mothers](#)

## Additional Resources

- [Child Care provider information](#)
- [Post Adoption Services](#)
- [The Day Nursery at the Indiana Government Center](#)

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**Please contact the State Personnel Department's FML Line  
at 317-234-7955 or tollfree at 1-855-773-4647  
with additional questions.**